

2016 Virginia Fire and Rescue Conference
Sponsored by the Virginia Fire Chiefs Association
PO Box 699 ~ Blackstone, VA 23824

SPEAKER PRESENTATION INFORMATION FOR CONFERENCE PROPOSAL
DUE DATE: JUNE 1, 2015

This correspondence is to serve as an official "call for presentations" for the Virginia Fire Chiefs Association's (VFCA) 2016 Fire and Rescue Conference which will be held on February 24-28, 2016 at the Virginia Beach Convention Center. Presentation subject matter can include, but is not limited to: strategy and tactics; leadership; management; safety and health; hazmat; EMS; ICS; new initiatives/concepts/trends; case studies; etc.

Thank you for your interest in being a speaker at the 2016 Virginia Fire and Rescue Conference. Listed below are the proposal requirements in order to be considered as a speaker in our program. All submissions must be typed as a WORD document attachment with the following information provided. If you are planning to co-present with one other person; please list their name and information on a separate submission form as well.

NAME: _____ TITLE/RANK: _____

DEPARTMENT/ORGANIZATION/AFFILIATION: _____

1. Title of Presentation/Program (12 Words Maximum): _____
2. Brief Description of Presentation/Program (1000 Word Maximum): _____
3. Detailed Description of Presentation/Program (Use Additional Sheet): _____
4. Presentation/Program Length (Available Options)
 - 1.0 to 1.5 hour GENERAL SESSIONS (Friday, Saturday or Sunday, February 26, 27 or 28 AM Sessions)
 - 1.5 hour program (Saturday Afternoon, February 27 only--- delivered twice)
 - 2.0 hour program (Wednesday, Thursday , Friday, February 24, 25 or 26 AM and/or PM sessions)
 - 4.0 hour program (Wednesday, Thursday , Friday, February 24, 25 or 26, AM and/or PM sessions)
 - 8.0 hour program (Wednesday, Thursday, Friday, February 24, 25 or 26)
 - 16.0 hour program (Wednesday and Thursday, February 24 and 25)
 - 16.0 hour program (Thursday and Friday, February 25 and 26)
5. Biography and High Resolution PDF Picture(s) (1000 Words or Less): _____
6. Master Copy of any handout material or PowerPoint slides. _____
7. AV Needs: Projector____ Microphone____ VCR/DVD____ Sound System ____ Speakers ____ Other _____
8. Will you be using your own laptop computer? Yes____ No____ If yes, what type? _____
9. Special Requests: _____

PERSONAL DATA SHEET

Best Phone Number to Reach You: _____ Cell Office Home (Circle)
Best Email Address to Reach You: _____ Personal Work (Circle)
Best Mailing Address: _____ Home Work (Circle)

Medical or Food Allergies: _____
Emergency Contact Information: _____

Required Honorarium/Fee: _____

Other Required Fees/Expenses/Reimbursements: _____

Typically, the VFCA will cover lodging and travel if necessary; and provide a full conference registration to chosen presenters. Hotel stay will be provided for one night prior to OR for the evening of the presentation and will be charged to the VFCA Master Bill. Required honorariums and fees, and travel expenses will be reviewed on a case by case basis, subject to negotiations with a VFCA representative.

Since this conference is the VFCA's major source of annual revenue, any expenses that you or your organization can "absorb" related to your presentation would be greatly appreciated. As a member of the nation's fire service, this is a great opportunity to "pass along" your knowledge and expertise to the future leaders of the fire service.

If you are interested in this opportunity, please send your proposal to: Nick Caputo at njcaputo@aol.com or at 277 Meadow Flower Circle, Bellefonte, PA 16823. If you have any questions or concerns, please call Nick at 814.404.3282. We look forward to hearing from you. Thanks in advance for your desire to present at the Virginia Fire and Rescue Conference.

Sincerely,



Nick Caputo
VFCA Chairperson
Professional Development Committee